

## WAGE CERTIFICATE

***SUBJECT: IFB ITO-2014-28***

### DESCRIPTION OF PROJECT

FURNISH PRINTING AND MAILING SERVICES FOR THE  
MONTHLY TENANT RENT BILLS STATEWIDE FOR THE  
HAWAII PUBLIC HOUSING AUTHORITY

Pursuant to Section 103-55, Hawaii Revised Statutes (HRS.), I hereby certify that if awarded the contract is in excess of \$25,000.00 the services will be performed under the following conditions:

1. The services shall be performed by employees at wages or salaries not less than wages or salaries paid to public officers and employees doing similar work.

2. All applicable laws of the Federal and State governments relating to worker's compensation, unemployment compensation, payment of wages, and safety will be fully complied with.

I understand that all payments required by Federal and State laws to be made by employers for the benefit of their employees are to be paid in addition to the base wages required by section 103-55, HRS.

BIDDER: \_\_\_\_\_

BY: \_\_\_\_\_  
*Signature of Person Authorized to Sign this Bid.*

**Please Print**

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

## IFB ITO-2014-28

### SEALED BID

Hawaii Public Housing Authority  
Contract and Procurement Office  
1002 North School Street, Bldg. D  
Honolulu, HI 96817

Dear Sir:

The undersigned has carefully read and understands the terms and conditions specified in the Sealed Invitation for Bid, Specifications and the General Conditions by reference made a part of this Bid and hereby submits the following offer to perform the work specified.

That the undersigned further understands and agrees that by submitting this Sealed Bid, 1) it is declaring its Bid is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) it is certifying that the price(s) submitted was (were) independently arrived at without collusion.

Date: \_\_\_\_\_

Respectfully Submitted,

Telephone No.: \_\_\_\_\_

\_\_\_\_\_  
*Legal Name of Offeror*

Fax No.: \_\_\_\_\_

Email: \_\_\_\_\_

Payment address, if other than street  
address at right:

\_\_\_\_\_  
*Authorized Signature (Original)*

\_\_\_\_\_  
Hawaii General Excise Tax Lic. I.D. No.:

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
Social Security or Federal I.D. No.:

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City, State, Zip Code*

Offeror is: ☐ Individual ☐ Partnership ☐ Corporation ☐ Joint Venture

State of Incorporation: ☐ Hawaii \*☐ Other \_\_\_\_\_

\*If "other", is corporate seal available in Hawaii? ☐ Yes ☐ No

1a. All interested bidders must complete the following items:

2a. Give the history of the interested bidder's experience in the operation of printing and mailing services in the State of Hawaii. Include the number of years of experience: (Attach separate pages if necessary.)

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2. Give the names and addresses of companies or government agencies at which the interested bidder has provided or is currently providing printing and mailing services mentioned in Question 2a. together with the dates of services:

Firm or Agency	Contact Person	Telephone No.	Dates of Service

3. Insurance coverage to be provided by:

Commercial General Liability: \_\_\_\_\_

Name of Agent: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Workers Comp: \_\_\_\_\_

Automobile Insurance: \_\_\_\_\_

Signature of Offeror \_\_\_\_\_

IFB ITO-2014-28

Bid Offer Form

Interested bidders must provide a detailed cost breakdown of all charges as follows:

Initial 12-month period	A	X	B	X	C	=	D
Description	Unit Price		Estimated Quantity		Number of Months		Total Amount
Printing (1-sided), folding, inserting monthly tenant rent bill	\$		5,641		12		\$
Printing (2-sided), folding, inserting monthly newsletter	\$		5,641		12		\$
Printing and mailing IRS 1099 Tax Form	\$		1,200		1		\$
Folding and inserting pre-printed material from HPHA	\$		5,641		1		\$
Programming costs for changing text (hourly basis)	\$		1		12		\$
					Initial 12-months		\$
Additional Inserts	\$		TBD				
Additional Mailings	\$		TBD				
Noncompliant bulk mail	\$		TBD				

Sub-total \$ \_\_\_\_\_

Option Year 1	A	X	B	X	C	=	D
Description	Unit Price		Estimated Quantity		Number of Months		Total Amount
Printing (1-sided), folding, inserting monthly tenant rent bill	\$		5,641		12		\$
Printing (2-sided), folding, inserting monthly newsletter	\$		5,641		12		\$
Printing and mailing IRS 1099 Tax Form	\$		1,200		1		\$

Due Date: August 8, 2014 10:00 a.m. HST

<b>Option Year 1</b>	<b>A</b>	<b>X</b>	<b>B</b>	<b>X</b>	<b>C</b>	<b>=</b>	<b>D</b>
Folding and inserting pre-printed material from HPHA	\$		5,641		1		\$
Programming costs for changing text (hourly basis)	\$		1		12		\$
					Option Year 1		\$
Additional Inserts	\$		TBD				
Additional Mailings	\$		TBD				
Noncompliant bulk mail	\$		TBD				

Sub-total \$ \_\_\_\_\_

<b>Option Year 2</b>	<b>A</b>	<b>X</b>	<b>B</b>	<b>X</b>	<b>C</b>	<b>=</b>	<b>D</b>
<b>Description</b>	<b>Unit Price</b>		<b>Estimated Quantity</b>		<b>Number of Months</b>		<b>Total Amount</b>
Printing (1-sided), folding, inserting monthly tenant rent bill	\$		5,641		12		\$
Printing (2-sided), folding, inserting monthly newsletter	\$		5,641		12		\$
Printing and mailing IRS 1099 Tax Form	\$		1,200		1		\$
Folding and inserting pre-printed material from HPHA	\$		5,641		1		\$
Programming costs for changing text (hourly basis)	\$		1		12		\$
					Option Year 2		\$
Additional Inserts	\$		TBD				
Additional Mailings	\$		TBD				
Noncompliant bulk mail	\$		TBD				

Sub-total \$ \_\_\_\_\_

Grand Total \$ \_\_\_\_\_

The Total Amount shall be calculated as follows:

$$A \times B \times C = D$$

- A Unit price
- B Estimated quantity per month
- C Number of months
- D Total amount

The Grand Total amount should include the total amount for the initial 12-month period, option year 1, and option year 2.

The low bid shall be determined based on the Grand Total bid price for the printing, folding, inserting monthly tenant rent bill, monthly newsletter, IRS 1099 tax form and inserting pre-printed material. Additional inserts and noncompliant bulk mail shall not be used to determine the low bid, but must conform with all requirements of the IFB in order to be determined responsive.

**The unit bid price shall include all applicable taxes.**

**Hawaii Public Housing Authority**  
**Furnish Printing and Mailing Services for the Monthly Tenant Rent Bills for the**  
**Hawaii Public Housing Authority**  
**IFB No. ITO-2014-28**  
**Security and Quality Control Plan**

Bidder Name: \_\_\_\_\_

1. Physical Printing Facility

Describe in detail what security measures are in place at the printing facility. At a minimum, please include security access and control requirements/procedures, type of alarm system and visitor/guest authorization procedures.

Address account management responsibilities, how are user accounts tracked and monitored; security violation reports managed.

Describe what measures are in place to monitor unauthorized exfiltration or disclosure of information; describe procedures for information systems security incident reporting and monitoring.

2. Data Security

Describe in detail what data security control measures are in place to protect the confidentiality, integrity, and availability of the system and its information.

Address the level of effort applied to the security control process and how the security controls are documented in the system security plan.

Identify common security controls for common hardware software and/or firmware. At a minimum, please include encryption method, access controls for the FTP server, user access controls, data retention policy, and limits on the number of people who will have access to the data.

3. Quality Control Plan

Describe what internal quality control policies are in place. At a minimum, please include testing and implementation methods.

Identify the roles and responsibilities of the Quality Control (QC) process in relation to testing throughout the various stages of the project. Explain how problems and issues would be documented.

Describe the tools that would be used for QC and the methodology employed to implement usage of the mentioned tools.

IFB ITO-2014-28  
Record Layout Specifications

- 1) File format in ASCII code.
- 2) Record format shown below:

RECORD TYPE	LENGTH	LEVEL
H	141	1
P	219	2
T	263	3
D	106	4
F	38	1

- 3) "H" records layout shown below:

NAME	TYPE	LENGTH
HEADER	ALPHANUMERIC	1
DATE 1	DATE	10
DATE 2	DATE	10
DATE 2	DATE	10
DATE 2	DATE	10
FILLER	SPACES	100

- 4) "P" record layout shown below:

NAME	TYPE	LENGTH
HEADER	ALPHANUMERIC	1
PROJECT	ALPHANUMERIC	8
FILLER	SPACES	7
BANK CODE	NUMERIC	8
BANK NAME	ALPHANUMERIC	50
ACCOUNT NO	NUMERIC+SYMBOL	11
FILLER	SPACES	119
ROUTING	NUMERIC+SYMBOL	11

- 5) "T" record layout shown below:

NAME	TYPE	LENGTH
HEADER	ALPHANUMERIC	2
TENANT ID	ALPHANUMERIC	9
CODE	SPACES+NUMERIC	6
NAME	ALPHANUMERIC	55
PROJECT	ALPHANUMERIC	8
FILLER	SPACES	7
UNIT ID	ALPHANUMERIC	10
FILLER	SPACES	5
ADDRESS	ALPHANUMERIC	105



ZIP	ALPHANUMERIC	15
SSN	NUMERIC+SYMBOL	15

6) "D" record layout shown below:

NAME	TYPE	LENGTH
HEADER	ALPHANUMERIC	1
DATE 1	DATE	10
DATE 2	DATE	10
AMOUNT	NUMERIC	12
SSN	NUMERIC	9
FILLER	SPACES	4
CODE	NUMERIC	4
FILLER	SPACES	1
DESCRIPTION	ALPHANUMERIC	55

7) "F" record layout shown below:

NAME	TYPE	LENGTH
HEADER	ALPHANUMERIC	1
COUNT T	NUMERIC	8
COUNT D	NUMERIC	8
TOTAL AMOUNT	NUMERIC	13
LINE COUNT	NUMERIC	8

RENT/HAP RUN SCHEDULE FOR JAN 2014 TO DEC 2014							emPHAsys closed to all users pending email notification from ITO
Rent/HAP run Period	Certified Rent/HAP Listing due to Acctg. (Pre Rent Run Report)	Acctg. To Submit IOM for Missing Certified Listing(s) to PMMB Chief	Workorder charges received by 3 p.m. by this date included in Rent run	emPHAsys cutoff 3p.m.	Payment receipt dated by this date included in rent run.	Rent/HAP Run (all day)	
January (12/28/13 to 01/29/14)	01/24/14	01/27/14	01/24/14	01/28/14	01/27/14	01/29/14	
February (01/30/13 to 02/26/14)	02/21/14	02/24/14	02/21/14	02/25/14	02/24/14	02/26/14	
March (02/27/14 to 03/27/14)	03/21/14	03/24/14	03/21/14	03/25/14	03/24/14	03/27/14	
April (03/28/14 to 04/26/14)	04/22/14	04/23/14	04/22/14	04/25/14	04/23/14	04/28/14	
May (04/27/14 to 05/29/14)	05/21/14	05/22/14	05/21/14	05/27/14	05/22/14	05/28/14	
June (05/30/14 to 06/26/14)	06/24/14	06/25/14	06/24/14	06/25/14	06/25/14	06/26/14	
July (06/27/14 to 07/29/14)	07/22/14	07/23/14	07/22/14	07/28/14	07/23/14	07/29/14	
August (07/30/14 to 08/28/14)	08/21/14	08/22/14	08/21/14	08/26/14	08/22/14	08/27/14	
September (08/29/14 to 09/26/14)	09/22/14	09/23/14	09/22/14	09/25/14	09/23/14	09/26/14	
October (09/27/14 to 10/29/14)	10/22/14	10/27/14	10/22/14	10/28/14	10/27/14	10/29/14	
November (10/30/14 to 11/26/14)	11/19/14	11/21/14	11/19/14	11/24/14	11/21/14	11/25/14	
December (11/26/14 to 12/27/14)	12/22/14	12/24/14	12/22/14	12/26/14	12/24/14	12/29/14	